

Notice of Proposed Action

Title 10: Bureau of Real Estate Appraisers

NOTICE IS HEREBY GIVEN that the Bureau of Real Estate Appraisers (“Bureau” or “BRE”) is proposing to take the action described in the informative digest below. Any interested person may present statements or arguments relevant to the action proposed, orally or in writing, at a hearing to be held at:

Department of Consumer Affairs
1747 North Market Blvd.
1st Floor Hearing Room
Sacramento, CA 95834

Date: December 12, 2017
Time: 10:00 a.m.

Written comments including those sent by mail, facsimile, or email to the address listed under “Contact Person” in this Notice, must be received by the Bureau at its office not later than 5:00 p.m. on December 11, 2017, or must be received by the Bureau at the hearing.

The Bureau, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by sections 11313, 11314, 11340, 11350, and 11361 Business and Professions Code and to implement, interpret and make specific Sections 11320.5, 11340, 11341, 11345, 11350, 11360, and 11408 Business and Professions Code, the Bureau is considering revising sections 3526, 3561, 3563, 3567, 3568, 3569, 3570, 3575, 3602, 3603, 3641, and 3662 to Title 10 of the California Code of Regulations as described in this Notice.

INFORMATIVE DIGEST/POLICY STATEMENT OVERVIEW

Business and Professions Code section 11314 provides the Bureau broad rulemaking authority to establish and amend licensing forms. The Bureau proposes to eliminate Experience Log Summary (REA 3003 Revised 03/16/10) and revise the following forms: Basic Education Attachment (REA 3002 Revised 01/01/2017); Log of Appraisal Experience (REA 3004 Revised 01/01/2017); Petition for Equivalency Credit (REA 3005 Revised 01/01/2017); Consent to

Service of Process (REA 3006 Revised 01/01/2017); Application of Issuance of License (REA 3008 Revised 01/01/2017); Course Provider Accreditation (REA 3013 Revised 01/01/2017); Course Accreditation and Description (REA 3014 Revised 01/01/2017); Appraisal Management Company (AMC) Application (REA 5001 Revised 07/05/2017) to better serve applicants and comply with changes in the law. The revisions will also update the forms to comply with changes in law as well as make the form easier to use. Eliminating the form will help streamline the application process by removing an unnecessary form. The aforementioned forms will be incorporated by reference.

INCORPORATION BY REFERENCE

The Bureau seeks incorporate by reference the following forms: REA 3002 Rev. 01/01/2017; REA 3004 Rev. 01/01/2017; REA 3005 Rev. 01/01/2017; REA 3006 Rev. 01/01/2017; REA 3008 Rev. 01/01/2017; REA 3013 Rev. 01/01/2017; REA 3014 Rev. 01/01/2017; REA 5001 Rev. 07/05/2017.

ANTICIPATED BENEFITS

The revisions will update the forms to comply with changes in law as well as make the form easier to use. Eliminating the form will help streamline the application process by removing an unnecessary form.

- **Benefits of the Regulation to the Health and Welfare of California Residents, Worker Safety, and the State's Environment:** The proposed regulations do not affect worker safety or the state's environment because the proposal has nothing to do with worker safety or the environment. Therefore, there is no benefit to the health and welfare of Californians.

CONSISTENCY OR COMPATIBILITY WITH EXISTING STATE REGULATIONS

During the process of developing these regulations, the Bureau has conducted a search of any similar regulations on this topic and has determined that there is no reasonable interpretation of any state regulation that is inconsistent or incompatible with the proposed action.

FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: None

Nondiscretionary Costs/Savings to Local Agencies: None

Cost to, or mandate imposed on, any Local Agency or School District for Which Government Code Section 17500-17630 Require Reimbursement: None

Business Impact: The Bureau has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

As part of its Economic Impact Analysis, BREa has determined that its proposal will not affect the ability of California businesses to compete with other states by making it more costly to produce goods or services.

Impact on Jobs/New Businesses: None

Cost Impact on Representative Private Person or Business: The agency is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs: None

Effect on Small Businesses: The Bureau has determined that the proposed regulations will not affect small businesses because the form updates are not changing any requirement on small businesses.

RESULTS OF THE ECONOMIC IMPACT ASSESSMENT

Impact on Jobs/New Businesses: The Bureau has determined that this regulatory proposal will not have a significant impact on the creation or elimination of jobs, new or existing businesses, or the expansion of businesses in the State of California.

Benefits: The benefits will be easier to use forms and compliance with changes in law.

Occupations/Businesses Impacted: The proposed regulation will not have an occupational/business impact.

Reporting Requirements: The proposed regulation does not set forth any new reporting requirements.

Comparable Federal Regulations: None

CONSIDERATION OF ALTERNATIVES

The Bureau must determine that no reasonable alternative considered by the Bureau or that has otherwise been identified and brought to the attention of the Bureau would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above mentioned hearing.

INITIAL STATEMENT OF REASONS AND INFORMATION

The Bureau has prepared an initial statement of the reasons for the proposed action containing information upon which the proposal is based.

The proposed text, this notice, the statement of reasons, and any other relevant documents are on the Bureau's website at www.brea.ca.gov. Click the "Laws" tab at the top of the page. Under the heading "Rulemaking Notifications" find the documents associated with this rulemaking subject: "Form Updates."

AVAILABILITY AND LOCATON OF THE STATEMENT OF REASONS, TEXT OF PROPOSED REGULATION AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below. As of the date this notice is published in the Notice of Register, the rulemaking file consists of this notice, the proposed text of the regulation and the initial statement of reasons. Copies may be obtained by contacting person named below or by accessing the website as provided above.

AVAILABILITY OF CHANGED OR MODIFIED TEXT

After holding the hearing and considering all timely and relevant comments received, BREa may adopt the proposed regulation substantially, as described in this notice. If BREa makes any modifications which are sufficiently related to the originally proposed text, it will make the modified text (with the changes clearly indicated) available to the public for at least 15 days before BREa adopts the regulations as revised. Please send requests for copies of any modified regulation to the attention of the contact person named below. BREa will accept written comments on the modified regulation for 15 days after the date on which they are made available.

AVAILABILITY OF THE FINAL STATEMENT OF REASONS

Upon its completion, copies of the Final Statement of Reasons may be obtained by contacting the person named below.

CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Kyle Muteff, Legal Counsel
1102 Q Street, Suite 4100
Phone: 916-341-6126

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**Bureau of Real Estate Appraisers
Initial Statement of Reasons**

Hearing Date: December 12, 2017

Subject Matter of Proposed Regulations: Form Updates

Sections Affected: Amend Section 3526, 3561, 3563, 3567, 3568, 3569, 3570, 3575, 3602, 3603, 3641, and 3662 of Title 10 of the California Code of Regulations.

Background/Problem Addressed

The Bureau of Real Estate Appraisers (BREAA) seeks to eliminate unnecessary Form 3003 and revise outdated Forms 3002, 3004, 3005, 3006, 3008, 3013, 3014, and 5001 from Title 10 of the California Code of Regulations sections 3526, 3561, 3563, 3567, 3568, 3569, 3570, 3575, 3602, 3603, 3641, and 3662.

Currently, BREAA requires all applicants for licensure to submit an Experience Log Summary (Form 3003) among other documents to verify eligibility to receive a license. However, the Experience Log Summary is unnecessary because all applicants must also submit a Log of Appraisal Experience. The Log of Appraisal Experience has all the information needed to verify the applicant's experience necessary for licensure. The Experience Log Summary is simply a reduced version of the Log of Appraisal Experience. Therefore, BREAA is proposing to remove the unnecessary Experience Log Summary.

The remaining eight forms need to be updated to comply with changes in law and to make the forms easier to use.

Factual Basis/Rationale

Pursuant to Business and Professions Code section 11313, BREAA's Chief shall adopt regulations as are determined reasonably necessary to carry out the purposes of the Real Estate Appraisers' Licensing and Certification Law. Due to the number of forms being amended, each form will be addressed separately with an explanation of the proposed changes.

Form 3003 Experience Log Summary

BREAA is proposing to eliminate this form. As explained above, this form merely summarizes the information from the Log of Appraisal Experience. The summary is unnecessary because BREAA must verify from the Log of Appraisal Experience that each appraisal assignment used for experience qualifies as experience. The requirements to receive credit for experience are detailed and cannot be verified with a summary. Therefore, BREAA has no need for the Experience Log Summary and proposes it be removed from regulation.

Form 3002 Basic Education Attachment

This form is submitted by an applicant for licensure to show the applicant has met the basic education requirements for a license.

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREa's logo, and BREa's contact information. This information is being provided to verify that the applicant is using an authentic BREa form and to provide applicants with BREa's contact information. The top banner also includes the State of California seal, which is used on all BREa forms.

2. Opening Instructions.

The form begins with a brief advisement to read all directions. This language is not being revised.

3. Parts 1 – 3.

Parts 1-3 are the basic identifying information of the applicant including what level of license the applicant is applying to receive, whether the application is an initial or an upgrade, as well as the applicant's name. Again, there are no proposed changes to Parts 1-3.

4. Parts 4 – 7.

Parts 4-7 contain the information related to the educational courses completed by the applicant. BREa proposes to eliminate the section entitled "Correspondence Course" which is a check box yes or no section. It is irrelevant whether the course is a correspondence course so this question is unnecessary. Due to the increased space left by the elimination of "Correspondence Course" BREa proposes to separate out the current "Course Title and Approval Number" into two different columns for ensure the applicant understands BREa needs both the course title and the approval number.

5. Part 8.

The total hours section in Part 8 is not being revised.

6. Read the Following Information Prior to Completing This Form (page 2 of Form 3002)

BREA proposes to eliminate the language regarding “correspondence courses” since that information is no longer relevant, and to change the Office of Real Estate Appraisers to the Bureau of Real Estate Appraisers.

7. Instructions

BREA proposes to simplify the instructions to simply explain that an initial application is for all non-licensees and an upgrade is for licensees desiring to upgrade their license. BREA also proposes to explain the course title and approval number separately as the form is being revised to separate out those two items. Finally, BREA proposes to eliminate the “correspondence course” instruction as it is not needed. There are no other revisions.

8. Privacy Information

BREA added the “Privacy Information” statement because the form requires the applicant provide their name on the application. A name is considered personal information and thus the privacy notice is required by Civil Code section 1798.17.

9. Sections 15376, 15377 and 15378 of the Government Code were repealed. Therefore, BREA proposes to remove the reference to the sections from section 3570 of title 10 of the California Code of Regulations.

Form 3004 Log of Appraisal Experience

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA’s logo, and BREA’s contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA’s contact information. The top banner also includes the State of California seal, which is used on all BREA forms.

2. Opening Instructions.

The opening instructions direct the reader to read all directions on page three before completing the form. BREA does not propose any revision.

3. The Remainder of Page One.

The remainder of page one is a chart with 10 columns containing details of experience the applicant is claiming. BREA does not propose to make any revisions to the remainder of page

one other than at the bottom changing “Reviewed By” to “Supervising Appraiser.” This change is needed because the applicant was unclear on who needs to be signing the form. By stating supervising appraiser it is clear the applicant’s supervisor needs to sign the form.

4. Certifications

BREA is proposing to revise both the Applicant Certification and the Supervisor Certification. In order for an applicant to receive credit for experience, the appraisal report must be USPAP compliant. A common USPAP violation is not mentioning the applicant in the report as having provided significant real property appraisal experience. Therefore, BREA proposes to remedy this problem by providing specific language about compliance with all laws including USPAP.

5. Directions

The directions have been modified to simplify and reduce confusion. The same information is being conveyed, except for the privacy notice which is new and is being added to comply with Civil Code section 1798.17.

Form 3005 Petition for Equivalency Credit

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA’s logo, and BREA’s contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA’s contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA’s use only in order for staff to process the document. Page 2 of the form is updated with the name change to Bureau and to provide BREA’s contact information.

2. Basic Information

This form is being updated to reflect the correct governor, logo, and to update the penalty of perjury statement so that it includes only the required information. BREA also proposes to change “Correspondence Course” to “Online Course” in section 4 to properly reflect the information the Bureau needs to collect.

3. Penalty of Perjury Statement

BREA proposes to remove all unnecessary information from the penalty of perjury statement. The amended statement only contains the information required in a penalty of perjury statement.

4. Instructions

BREA proposes to add a privacy statement at the end of the instructions section to comply with Civil Code section 1798.17 because the Bureau is collecting “personal information.”

Form 3006 Consent to Service of Process

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA’s logo, and BREA’s contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA’s contact information. The top banner also includes the State of California seal, which is used on all BREA forms.

2. The Consent to Service of Process

A completed consent to service of process form allows an individual to serve a non-resident licensee by serving BREA. BREA proposes to amend the form to state the purpose of the form and allow for non-resident consent to service of process. Essentially, the non-resident licensee agrees to be served at an address the licensee states in the form and the proposed amendments make that clear. This information is required pursuant to California Code of Regulations section 3526.

3. Privacy Statement

BREA proposes to add a privacy statement at the end of the instructions section to comply with Civil Code section 1798.17 because the Bureau is collecting “personal information.”

4. Notary

The notary box needs to be updated pursuant to the legal updates in SB 1050, Chapter 197, Statutes 2014.

Form 3008 Application for Issuance of License

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA’s logo, and BREA’s contact information. This information is being provided to verify that

the applicant is using an authentic BREa form and to provide applicants with BREa's contact information. The top banner also includes the State of California seal, which is used on all BREa forms, and a box for BREa's use only in order for staff to process the document.

2. Instructions

The form begins with a brief summary of important information. This information is needed before the applicant fills out the form in order to ensure accuracy.

3. Military Questions.

Business and Professions Code section 114.5 requires BREa to inquire whether the applicant is serving or has served in the military. In addition, Business and Professions Code section 115.5 requires BREa to expedite the licensure process for an applicant that is married, in a domestic partnership or other legal union with a person who is assigned to active military duty in the State. These questions must be asked to determine if the application should be expedited pursuant to Business and Professions Code sections 115.4 and 115.5.

4. Type of Application

BREa does not propose any changes to this section.

5. Name

BREa does not propose any changes to this section.

6. Business Name

BREa proposes to continue to request the applicant's business name, but not the business address. This is because BREa would like the name of the business the applicant is associated with, but does not need the business address. Further, BREa does not want to mislead the applicant into thinking the business address is the address of record. Instead, BREa proposes to ask for the applicant's mailing address, which is also their address of record.

7. Mailing Address (Address of Record)

BREa proposes to keep the mailing address and add in parentheses "Address of Record" to clarify that the mailing address will be the applicant's address of record.

8. Business and Residence Telephone Number

BREA proposes to change “Home Telephone Number” to “Residence Telephone Number.”

9. Email Address (Optional)

BREA proposes to request that applicants provide an email address. Providing an email address would be optional, not required, but will allow the Bureau to send the licensee its newsletter and other material.

10. Current or Previous California Real Estate Appraiser License

BREA proposes no revisions to this section. The information requested assists BREA in locating any past file of the applicant as part of the review process.

11. Penalty of Perjury Statement

BREA proposes to remove all unnecessary information from the penalty of perjury statement. The amended statement contains the information required on a penalty of perjury statement.

12. For OREA Use Only

BREA proposes to remove the box at the bottom of page 1 that was, “For OREA Use Only” because it is no longer necessary.

13. Instructions

The instructions have been simplified to reflect the amended form questions. However, the instructions largely remained unchanged.

14. Privacy Statement

BREA proposes to add a privacy statement at the end of the instructions section to comply with Civil Code section 1798.17 because BREA is requesting “personal information.”

Form 3013 Course Provider Accreditation Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA’s logo, and BREA’s contact information. This information is being provided to verify that

the applicant is using an authentic BREa form and to provide applicants with BREa's contact information. The top banner also includes the State of California seal, which is used on all BREa forms, and a box for BREa's use only in order for staff to process the document.

2. Information on Page One

BREa does not propose to change any information on page one of the form except for the information described above.

3. Instructions

BREa proposes to update BREa's address so applicants know where to mail the completed application, and remove the fee schedule because the fees are in regulations and posted on BREa's website.

4. Privacy Statement

BREa proposes to add a privacy statement at the end of the instructions section to comply with Civil Code section 1798.17 because BREa is requesting "personal information."

5. Chief Executive Officer (CEO) Declaration

BREa proposes to revise "CEO" to "Chief Executive Officer," add "Title" to the signatory line for the CEO declaration. This is to add clarity as to what "CEO" means and regarding the person signing the form.

Form 3014 Course Accreditation and Description

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREa's logo, and BREa's contact information. This information is being provided to verify that the applicant is using an authentic BREa form and to provide applicants with BREa's contact information. The top banner also includes the State of California seal, which is used on all BREa forms, and a box for BREa's use only in order for staff to process the document.

2. Information from Page One

The Bureau only proposes to add the words “(Page 2 of this form)” to direct the reader to use page 2 to provide information regarding each course description, and to spell out “Chief Executive Officer” in the declaration section located at the bottom of the page.

3. Information from Page Two

The type of course is being changed from “correspondence” to “distance (online)” because there are no longer correspondence courses, but rather distance courses. See California Code of Regulations section 3543. In the Required Course Attachments section, reference to “correspondence courses” is being replaced with “online courses” since correspondence courses are no longer relevant.

4. Information from Page Three

BREA proposes removing the section regarding fees. Instead, BREA has added website information to the form where BREA’s fees are located. Additionally, the Bureau’s phone number, name, and address has changed since the last form amendment. Therefore, BREA proposes to update this information.

5. Privacy Statement

BREA proposes to add a privacy statement at the end of the instructions section to comply with Civil Code section 1798.17 because the Bureau is requesting “personal information.”

Form 5001 AMC Certificate of Registration Application

1. Logo, Governor, and Name Change to Bureau.

The top of the form includes the following information: the name of the current Governor, BREA’s logo, and BREA’s contact information. This information is being provided to verify that the applicant is using an authentic BREA form and to provide applicants with BREA’s contact information. The top banner also includes the State of California seal, which is used on all BREA forms, and a box for BREA’s use only in order for staff to process the document.

2. Part I: Applicant Information; Part A. Appraisal Management Company (AMC).

This section requires the applicant to submit the AMC’s name, mailing address (which will be the address of record), and business telephone number. The applicant may choose to submit their business fax number.

3. Part B. Designated Officer.

This section requires the designated officer to fill out their name, title, and residence telephone number. This information is required pursuant to California Code of Regulations Title 10 section 3527. The designated officer may include their business email address.

4. Part C. Type of Entity.

The AMC must disclose its legal structure and provide formation and operating documents to verify the information provided in the application is correct.

5. Part II. Controlling Person(s) Information

BREA needs to collect the names of all controlling persons and those controlling persons must submit an application pursuant to California Code of Regulations, title 10, section 3575.

6. Part III. Background Information

BREA proposes to ask if the AMC has been disciplined in another state. If so, BREA asks the applicant to complete a box listing which agency it was disciplined by, when it was disciplined and why it was disciplined. BREA needs to know this information when considering whether to issue a registration to an applicant to ensure the public is protected.

7. Part IV. Application Declaration

The designated officer must sign the declaration indicating that he or she agrees to follow all applicable federal and California laws, including Business and Professions Code section 11345.3. This is a requirement of section 11345.3

8. Part V. Instructions

This section has specific instructions for how to complete each section.

9. Privacy Statement

BREA proposes to revise the privacy statement at the end of the instructions section to comply with Civil Code section 1798.17 because BREA is requesting “personal information.”

Underlying Data

BREA did not rely on any underlying data.

Fiscal Impact Analysis in General

This proposal has no significant fiscal impact.

Economic Impact Analysis/Assessment

BREA has made the initial determination that the proposed regulatory action would have no statewide adverse economic impact directly affecting California.

- **Analysis of creation/elimination of jobs:** There will be no creation or elimination of jobs because the new forms only modify existing forms for clarity and legal compliance.
- **Analysis of creation/elimination of businesses:** There will be no creation or elimination of businesses because the new forms only modify existing forms for clarity and legal compliance.
- **Analysis of expansion of businesses currently doing business within the state:** The proposed regulations are not expected to, directly or indirectly, lead to the expansion of new businesses within California. The new forms only modify existing forms for clarity and legal compliance.
- **Benefits of the Regulation to the Health and Welfare of California Residents, Worker Safety, and the State's Environment:** The proposed regulations do not affect worker safety or the state's environment because the proposal has nothing to do with worker safety or the environment. Therefore, there is no benefit to the health and welfare of Californians.

Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

Consideration of Alternatives

No reasonable alternative which was considered or that has otherwise been identified and brought to the attention of BREA would be either more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to the affected parties than the proposed regulation.

Proposed Text
California Code of Regulations
Title 10, Chapter 6.5

The text below represents existing language modified to show proposed changes. Proposed deletions are in ~~strike through~~. Proposed additions are in underline.

§ 3526. Consent to Service of Process.

(a) Each applicant for a license or temporary practice permit who is a non-resident of California shall complete the Consent to Service of Process Form REA 3006 (Rev. ~~5/8/00~~01/01/2017), which is herein incorporated by reference or any federally-approved equivalent form.

(b) Any Controlling Person applicant who is a non-resident of California shall complete the Consent to Service of Process Form REA 3006 (Rev. ~~5/8/00~~01/01/2017).

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code.

~~Reference: Section 1018, Code of Civil Procedure.~~

§ 3561. Application for Licensing.

(a) Applications for licensing shall be valid for one year from date of receipt by the Bureau, during which time the applicant must qualify for admission to the examination. The one year period shall not be extended. If the applicant wishes to be considered for licensure after expiration of the one year period, he or she must reapply, including submission of all necessary documents and payment of all applicable fees in accordance with then existing requirements.

(b) Applicants for licensing shall have an appropriate knowledge of the English language, including reading, writing and spelling, and of arithmetical computations common to real estate and appraisal practices.

(c) Applicants for licensing must submit an Initial Application and applicable related forms REA 3001 (Rev. 6/1/09), 3002 (Rev. ~~3/16/10~~01/01/2017), ~~3003 (Rev. 3/16/10)~~ and 3004, (Rev. ~~4/7/08~~01/01/2017) which are incorporated herein by reference.

Note: Authority cited: Sections 11313 and 11340, Business and Professions Code. Reference: Sections 10153, 11340 and 11408, Business and Professions Code.

§ 3563. Evidence of Experience Qualifications.

(a) Documentation of work experience shall be made available to the Bureau by the applicant upon request.

(b) Documentation of work experience shall include the following:

(1) Log of Appraisal Experience Form REA 3004 (Rev. ~~4/7/08~~01/01/2017) and Experience Log Summary Form REA 3003 (Rev. 3/16/10), which ~~are~~ is incorporated herein by reference.

(2) Samples of completed appraisals selected by the Bureau from applicant's Log of Appraisal Experience Form REA 3004 (Rev. ~~4/7/08~~01/01/2017). Samples of completed appraisals submitted to verify work experience are subject to the confidentiality provisions of USPAP. Applicants desiring return of any samples submitted to the Bureau shall include a written request at the time of submission, a true and correct copy of each sample submitted and a self-addressed envelope of sufficient size and with adequate postage for return of the original samples.

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code.
Reference: Section 11340, Business and Professions Code.

§ 3567. Petition For Equivalency Credit.

(a) An applicant may submit a petition for equivalency credit for those courses which have not been accredited pursuant to Article 9 of these regulations.

(b) The petition for equivalency credit shall be submitted with all applicable fees pursuant to Section 3582 on Petition for Equivalency Credit, Form REA 3005 (Rev. ~~5/8/00~~01/01/2017), which is herein incorporated by reference.

Note: Authority cited: Sections 11313, 11314 and 11361, Business and Professions Code.
Reference: Section 11360, Business and Professions Code.

§ 3568. Trainee Licenses and Supervising Appraiser Responsibilities.

(a) To obtain a Trainee License, applicants shall satisfy the following minimum requirements:

(1) Education:

(A) Completion of basic education which covers the minimum number of hours and specific topics required by AQB for a residential level license and meets the minimum requirements of Section 3543; and

(B) 15 hours of USPAP which consists of the 15-hour National USPAP Course or its equivalent.

(C) Completion of a BREA approved course that, at a minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of supervising appraisers and trainee appraisers. The course is not eligible towards the qualifying education required to obtain the license.

(D) All education shall be completed within the five-year period immediately preceding the date the application was received by the Bureau.

(b) To accrue acceptable experience, trainee licensees shall:

- (1) Acquire experience pursuant to Section 3542.
- (2) Work under the direct technical supervision of an appraiser licensed at the certified level and in good standing.
- (3) Maintain an appraisal log in conformance with the requirements of Section 3563.

(c) Trainees shall maintain copies of appraisal reports which appear on the log.

(d) Trainees shall comply with the continuing education requirements of Section 3543.

(e) The supervising appraiser shall:

- (1) Personally inspect the property with the trainee until the trainee is competent to make unsupervised inspections in accordance with the Competency Rule of USPAP for the type of property being appraised;
- (2) Review the trainee's appraisal report;
- (3) Accept responsibility for the appraisal report by signing and certifying that the report is in compliance with USPAP;
- (4) Review and initial each page of the trainee's Log of Appraisal Experience Form REA 3004 (Rev. ~~4/7/08~~01/01/2017) and verify under penalty of perjury that the work was completed under his/her supervision; and
- (5) Maintain records of the trainee's appraisals in accordance with USPAP.

(f) Supervising appraisers shall:

- (1) be licensed at the certified level for a minimum of three years with the Bureau prior to being eligible to become a supervising appraiser;
- (2) be in good standing with the Bureau for a period of at least three years;
- (3) not supervise more than three trainees at one time;
- (4) not be subject to any disciplinary action within any jurisdiction within the last three years, that affects the supervisor's legal eligibility to engage in appraisal practice; and
- (5) complete a BREAA approved course that, at a minimum, complies with the specifications for course content established by the AQB, which is specifically oriented

to the requirements and responsibilities of supervising appraisers and trainee appraisers. The course shall be completed by the supervising appraiser prior to supervising trainee appraisers.

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code.
Reference: Section 11341, Business and Professions Code.

§ 3569. Reciprocity.

(a) An applicant for a reciprocal license shall hold a valid credential from a state that is in compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 as determined by the Appraisal Subcommittee. The credentialing requirements of the applicant's credentialing state (as the requirements exist at the time of application for reciprocal license) must meet or exceed those of BREa (as the requirements exist at the time of application for reciprocal credential).

(b) Applicants for a reciprocal license shall complete and submit the following:

(1) Application for Reciprocal License Form REA 3025 (Rev. 5/8/00) and form REA 3006 (Rev. 01/01/2017~~5/8/00~~); and

(2) Evidence that the applicant holds a valid credential from another state.

(c) A reciprocal licensee shall comply with all statutes and rules governing licensed appraisers in California.

Note: Authority cited: Sections 11313, 11314, 11340 and 11350, Business and Professions Code.
Reference: Sections 11341 and 11350, Business and Professions Code.

§ 3570. Time Limits for Processing Applications.

(a) Within 90 days of receipt of the Initial Application, Forms REA 3001 (Rev. 6/1/09), 3002 (Rev. 01/01/2017~~3/16/10~~), ~~3003 (Rev. 3/16/10)~~ and 3004, (Rev. 01/01/2017~~4/7/08~~), Upgrade Application, Form REA 3023 (Rev. 5/8/00), Renewal Application, Form REA 3012 (Rev. 5/8/00), Course Provider Accreditation Form REA 3013 (Rev. 01/01/2017~~5/8/00~~), or Course Accreditation and Description Form REA 3014 (Rev. 01/01/2017~~5/8/00~~), the Bureau shall give written notice to the applicant that:

(1) the application is complete; or

(2) the application is deficient, describing what information is deficient and/or inadequate.

(A) An application is deficient if the applicant has not completed and provided the Bureau with all of the items required by Article 4 of these regulations, or any other information requested by the Bureau to complete the application.

(b) Within 90 days of receipt of a completed Request for Issuance, Form REA 3008 (Rev. 01/01/2017~~5/8/00~~), Application for Renewal, Form REA 3012, (Rev. 5/8/00) Course Provider Accreditation Form REA 3013 (Rev. 01/01/2017~~5/8/00~~), or Course Accreditation and Description Form REA 3014 (Rev. 01/01/2017~~5/8/00~~), the Bureau shall issue or deny the requested license or accreditation provided that:

- (1) The applicant has provided all required information;
- (2) All required fees have been received by the Bureau; and
- (3) Results of applicable criminal records checks have been received from the Department of Justice and/or Federal Bureau of Investigation, and any background check has been completed.

(c) A notice of deficiency pursuant to (a)(2) above shall include written notice of the following:

(1) That the applicant shall have the right to request a hearing by the Chief on the grounds that:

(A) The Bureau did not send the applicant a deficiency notice or a completed application notice within the time provided in (a) above; or

(B) The Bureau did not issue the license or submit to the applicant a deficiency notice within the time provided in (b) above.

(2) A request for hearing under this section shall be made to the Chief, in writing, clearly specifying the violations alleged, within 30 days from the date the notice of deficiency is mailed from the Bureau.

(3) If the Chief determines that the Bureau exceeded the time limits without good cause the applicant shall be reimbursed in full of any and all filing fees paid by the applicant and actually received by the Bureau.

(d) The time necessary to complete an informal conference in accordance with Section 3729 of these regulations, and/or a hearing pursuant to Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, shall be excluded in determining whether or not the Bureau has complied with the 90 day requirement of subsections (a) and (b) above.

(e) Every adjudicatory hearing to determine whether an application should be granted shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(f) In no event shall a failure to comply with the requirements of this Section constitute grounds in and of itself for the issuance of a license or approval of accreditation.

Note: Authority cited: Sections 11313 and 11314, Business and Professions Code. Reference: Section 11340, Business and Professions Code.

§ 3575. Appraisal Management Company Certificate of Registration Application.

(a) Applications for a Certificate of Registration shall be valid for one year from the date of receipt by the Bureau. The one-year period shall not be extended.

(b) Applicants for a Certificate of Registration shall have an appropriate knowledge of the English language, including reading, writing and spelling, and of arithmetic computations common to real estate and appraisal practice.

(c) Applicants for a Certificate of Registration must submit an Appraisal Management Company Certificate of Registration Application form, REA 5001 (Rev. ~~09/01/10~~07/05/2017), which is hereby incorporated by reference.

(d) Applicants for a Certificate of Registration must also submit a separate application for each Controlling Person for the company. Each Controlling Person must complete an Appraisal Management Company Controlling Person Application form, REA 5002 (Rev. 09/01/10) which is hereby incorporated by reference.

(e) All applicants for a Certificate of Registration must submit the names of all Controlling Persons, including the name of the Designated Officer, as these terms are defined herein.

Note: Authority cited: Section 11314, Business and Professions Code. Reference: Sections 11320.5 and 11345, Business and Professions Code.

§ 3602. Change in the Status of License.

(a) If a licensed appraiser wishes to change the status of his/her license to a higher classification, the appraiser must submit the following information to the Bureau:

(1) Completed Upgrade Application form REA 3023 (Rev. 5/8/00) and forms REA 3001 (Rev. 6/1/09), REA 3002 (Rev. ~~3/16/10~~01/01/2017), ~~REA 3003 (Rev. 3/16/10)~~ and REA 3004, (rev. ~~4/7/08~~01/01/2017), as applicable (excluding the fingerprint card) pursuant to Section 3561;

(2) All applicable fees; and

(3) Education and/or experience documentation as necessary to qualify at the certified residential or certified general level.

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code.

Reference: Section 11340, Business and Professions Code.

§ 3603. Converting a Trainee License to a Full License or Higher Classification.

Trainee licensed appraisers wishing to convert to a residential license or higher classification must submit the following to the Bureau:

(a) Upgrade Application form REA 3023 (Rev. 5/8/00) and forms REA 3001 (Rev. 6/1/09), REA 3002 (Rev. ~~3/16/10~~01/01/2017), ~~REA 3003 (Rev. 3/16/10)~~ and REA 3004, (Rev. ~~4/7/08~~01/01/2017).

(b) All applicable fees as required;

(c) If the Trainee License was obtained based on education, documentation shall be submitted to verify completion of the required hours of experience in accordance with Section 3563.

(d) Notwithstanding subsections (1) and (3), the applicant shall submit such documentation as the Bureau deems necessary to determine whether or not the holder of the trainee license meets the minimum requirements for the license level to which he or she wishes to convert.

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code.

Reference: Section 11340, Business and Professions Code.

§ 3641. Issuance of License.

Applicants requesting the issuance of a license shall submit an Application for Issuance of License, Form REA 3008 (Rev. ~~5/8/00~~01/01/2017), which is herein incorporated by reference, examination results and all applicable fees within one year of successful completion of the examination.

Note: Authority cited: Sections 11313, 11314 and 11340, Business and Professions Code.

Reference: Sections 11340 and 11408, Business and Professions Code.

§ 3662. Accreditation Application.

(a) Course providers desiring to be accredited and/or to have a course accredited shall submit Course Provider Accreditation, REA Form 3013 (Rev. ~~5/8/00~~01/01/2017), Course Accreditation and Description, REA Form 3014 (Rev. ~~5/8/00~~01/01/2017) and BREA Topic Matrix, REA Form 3015 (Rev. 5/8/00), which are herein incorporated by reference, as applicable.

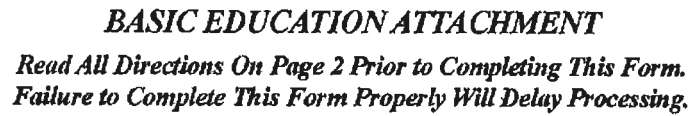
(b) The application shall be signed by the course provider's Chief Executive Officer.

(c) The Chief Executive Officer of the course provider may delegate authority to sign the Course Provider Accreditation, REA Form 3013 (Rev. ~~5/8/00~~01/01/2017), Course Accreditation and Description, REA Form 3014 (Rev. ~~5/8/00~~01/01/2017) and BREa Topic Matrix, REA Form 3015 (Rev. 5/8/00), by filing with BREa a written delegation of authority to act on behalf of the course provider for accreditation matters.

(d) Only one such delegation of authority shall be valid at any point in time for the education activities of the course provider within a particular state.

(e) The delegation of authority shall be valid for a maximum of four years, and may be revoked by the Chief Executive Officer by filing a written revocation of the delegation of authority with BREa. A new delegation of authority, in writing, must be submitted to, and received by, BREa within 30 days of a change in the course provider's Chief Executive Officer.

Note: Authority cited: Sections 11313, 11314 and 11361, Business and Professions Code.
Reference: Section 11360, Business and Professions Code.



List below the courses you have taken that meet the education requirements for the type of license for which you are applying.

REA 3002 (Revised 01/01/2017) page 1 of 2

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Type or print clearly in blue or black ink.
- Applications must be legible.
- Courses less than 15 hours in duration are not acceptable.
- Courses must have included a final examination which you successfully completed.
- Challenge courses are not acceptable to meet basic education requirements.
- You must attach copies of documentation which verifies successful completion of courses.
Acceptable verification consists of:
 - » Official Transcripts;
 - » Course completion certificates;
 - » Report Cards; or
 - » Written verification, dated and signed under penalty of perjury, from the course instructor or other appropriate school official.
- Continuing education courses cannot be used as basic education.
- Highlight courses you wish to use as qualifying education on your college transcripts.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card.
- By statute, all fees submitted are deemed earned upon receipt and cannot be refunded.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail this form and supporting copies of transcripts or course completion certificates, along with a completed Initial or Upgrade Application, all required fees, and any other necessary material to:

BUREAU OF REAL ESTATE APPRAISERS

Attn: Licensing
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

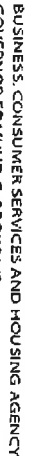
- 1. APPLICATION LEVEL** - The type of application for which the education is to be evaluated.
- 2. APPLICATION TYPE** - The type of application submitted.
Original application - For all non-licensees.
Upgrade application - For licensees desiring to upgrade their license.
- 3. NAME** - Your legal name or as it appears on your application.
- 4. COURSE TITLE** - The name of the course you wish to use.
- 5. APPROVAL NUMBER** - The approval number for the course.
- 6. DATE COMPLETED** - The date the course was completed.
- 7. HOURS** - The course duration hours. All courses must be a minimum of 15 hours long and include a final examination.
- 8. TOTAL EDUCATIONAL HOURS** - Calculate and enter the total number of education hours submitted for consideration.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers
Custodian of Records
1102 Q Street, Suite 4100
Sacramento, CA 95811
Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).



Read All Directions on Page 3 of This Form Prior to Completing

Total Hours this Page	
Hours from Previous Page	
Total Hours	
Page of	

CERTIFICATIONS

APPLICANT CERTIFICATION

I, _____ (name), declare under penalty of perjury that the foregoing information and information contained on the attached _____ (number) pages of the Log of Appraisal Experience (REA 3004) is true and correct and provided without any purpose of evasion or mental reservation.

For each appraisal report listed on this Log of Appraisal Experience (REA 3004), I have complied with all applicable standards, laws, and regulations in effect as of the date of report. With respect to this certification, I have complied with the applicable laws and regulations in effect on the date signed. These standards, laws, and regulations include the Uniform Standards of Professional Appraisal Practice (USPAP), the California Business and Professions Code, Division 4, Part 3, and the California Code of Regulations, Title 10, Chapter 6.5.

Further, I acknowledge that if I was not a signing appraiser for any of the appraisal reports listed on this Log of Appraisal Experience (REA 3004), that I was identified by name as providing significant real property appraisal assistance, and the extent of the assistance was described in the report, as delivered to the client, in compliance with the Uniform Standards of Professional Appraisal Practice.

I understand that providing false information is grounds for denial of my application, discipline on my license (if any) and criminal prosecution.

SIGNATURE _____ DATE _____

SUPERVISING APPRAISER'S CERTIFICATION

SEPARATE LOG PER SUPERVISOR

I, _____ (name), declare under penalty of perjury that I have fully reviewed each appraisal listed on this Log of Appraisal Experience (REA 3004) and that I have initialed as the reviewing appraiser on the attached _____ (number) pages of this log. I attest to the accuracy of the information provided for each and every entry on this Log of Appraisal Experience (REA 3004).

For each appraisal report listed on this Log of Appraisal Experience (REA 3004), I have complied with all applicable standards, laws, and regulations in effect as of the date of report. With respect to this certification, I have complied with the applicable laws and regulations in effect on the date signed. These standards, laws, and regulations include the Uniform Standards of Professional Appraisal Practice (USPAP), the California Business and Professions Code, Division 4, Part 3, and the California Code of Regulations, Title 10, Chapter 6.5.

Further, I acknowledge that if Applicant was not a signing appraiser for any of the appraisal reports listed on this Log of Appraisal Experience (REA 3004), that Applicant was identified by name as providing significant real property appraisal assistance, and the extent of the assistance was described in the report, as delivered to the client, in compliance with the Uniform Standards of Professional Appraisal Practice.

I understand that providing false information is grounds for denial of my application, discipline on my license (if any) and criminal prosecution.

SIGNATURE _____ DATE _____
LICENSE NUMBER _____

DIRECTIONS

Appraisal assignments must be documented on the official Log of Appraisal Experience form REA 3004 (Revised 01/01/2017). Other formats will not be accepted. Follow the directions below.

CATEGORY OF EXPERIENCE - Print or type the category of experience claimed for the property listed on this line. All Categories of experience must conform with the applicable USPAP Standards.

Category 1 Fee and Staff Appraisal

Category 2 Ad Valorem Tax Appraisal

Category 3 Review Appraisal (limited to 400 hours of experience, but only after obtaining 1,600 hours of acceptable experience in other categories.)

Category 4 Appraisal Analysis (Is not acceptable for reports completed after January 1, 2014.)

Category 5 Real Estate Consulting (Is not acceptable for reports completed after January 1, 2014.)

Category 6 Highest and Best Use Analysis (Is not acceptable for reports completed after January 1, 2014.)

Category 7 Feasibility Analysis (Is not acceptable for reports completed after January 1, 2014.)

Category 8 (No longer eligible for experience credit).

Category 9 Setting Forth Opinions of Value of Real Property for Tax Purposes as an Employee of a California County Assessor's Office or the Board of Equalization. Appraisals must conform with USPAP

Category 10 Assistance in Preparation of Appraisals (limited to 400 hours of experience.)

Category 11 Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker, but only to the extent that the experience is directly related to the actual performance or professional review of USPAP compliant Real Estate Appraisals.

PROPERTY ADDRESS - The street address, city and state of the property appraised and for which you are claiming experience. Assessor Parcel Numbers (APNs) are acceptable for vacant land if the State and County are also included. If the full address or acceptable APN/State/County combination are not included or are not legible, the experience may not be accepted.

TYPE OF PROPERTY - The type of property appraised (i.e., SFR, Res. 2-4 family, commercial, industrial, land, etc.).

COMPLEX ASSIGNMENT - For AR applicants only. Complex assignments: ownership right or interest is unusual (partial interest, mineral rights, etc.) and/or the property has unusual physical, legal, economic or functional characteristics.

DESCRIPTION OF WORK PERFORMED BY APPLICANT - Describe the extent of the work performed on the appraisal by the applicant. To qualify for experience credit, the nature of the work must involve appraisal judgment, not only research or clerical tasks. The applicant must be a report signatory or must be acknowledged in the report as providing significant real property appraisal assistance.

SCOPE OF SUPERVISING APPRAISERS REVIEW - Describe the scope of the review process undertaken including the supervising appraiser's level of verification and analysis.

SCOPE OF SUPERVISING APPRAISER'S SUPERVISION - Describe the level of supervision. This could range from completing the entire appraisal process with the applicant including the physical inspection of the property, data selection and verification, analysis and final preparation of the report to a mere oversight of the appraisal process. The degree of oversight depends upon the appraiser's level of experience and the complexity of the subject property.

DATE OF REPORT - The date the appraisal report was completed/signed. The span of log(s) must total at least the minimum required for the licensing level sought (e.g. 30 months for AG) but need not involve consecutive months.

INTENDED USER - The name of the intended user of the appraisal.

NUMBER OF HOURS - The number of hours spent to complete the appraisal report.

TOTAL HOURS THIS PAGE - Total number of hours documented for the page.

HOURS FROM PREVIOUS PAGES - Total number of hours documented from previous pages of the log. If this is page one of the log list zero.

TOTAL HOURS - Hours from previous pages of the log and the current page totaled.

PAGE - The page number for the log submitted.

OF - The total number of pages for the log.

SUPERVISING APPRAISER - Each page must be initiated by the supervising appraiser if the work was performed under the guidance of a supervisor. When reporting appraisal experience under the guidance of more than one supervisor, a separate REA 3004 form must be completed for each.

DATE - The date the supervising appraiser signed the log sheet(s). The log sheet(s) should be reviewed, signed and dated upon completion of each page.

CERTIFICATIONS

Applicant Certification - Required of all applicants submitting an experience log.

Supervising Appraiser's Certification - Required from all supervising appraisers. Applicants must use a separate form REA 3004 for each supervising appraiser. The signed Certification(s) must be from the Log of Appraisal Experience form REA 3004 current as of the date the Certification(s) are signed. Outdated Certifications will not be accepted.

WORK SAMPLES (Please read carefully)

BREA licensing staff will contact the applicant regarding the submission of work samples selected from the Log of Appraisal Experience. Typically five work samples will be requested. Work samples must be Self-Combined or Summary Appraisal Reports if completed prior to 2014 or must be prepared under the Appraisal Report reporting option if completed in 2014, or after (restricted reports do not qualify for experience credit). All work samples must be in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP). If any of the work samples are found to not conform with USPAP or if the Log(s) of Appraisal Experience are not filled out properly, all experience may be rejected. Only appraisal reports performed for a business purpose qualify for appraisal experience. All work samples submitted to BREA must be "true and correct" copies of what was communicated to the client. In substantiating appraisal experience, BREA may obtain appraisal report copies from a variety of sources, including the client. Work samples provided to the BREA by the applicant must match the appraisal reports communicated to the client.

Privacy Information

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Bureau of Real Estate Appraisers

Custodian of Records

1102 Q Street, Suite 4100

Sacramento, CA 95811

Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, FBI), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100, Sacramento, CA 95811
P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



BREA USE ONLY

PETITION FOR EQUIVALENCY CREDIT
Read All Directions Prior to Completing This Application.

1. Type of Petition			
<input type="checkbox"/> Basic Education		<input type="checkbox"/> Continuing Education	
		Current License Number _____	
2. Name			
Last		First	Middle
3. Course Sponsor Information			
Name			
Address (Number, Street and Suite Number)			
City		State	Zip Code
Telephone Number		Contact Person	
School Accredited or Approved By:			
4. Course Information			
Name of Course			
Complete Address of the Facility in which the Course was held: (Number, Street and Suite Number)			
City		State	Zip Code
Total Required Hours of Attendance		Date the Course was Completed/Final Examination	
Description of Instructional Mode:			
<input type="checkbox"/> Attended Course		<input type="checkbox"/> Online Course	
Name of Textbooks and Other Material			

I certify under penalty of perjury that the foregoing information, and information provided on all attachments, is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion. I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution.

Signature _____

Date _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- Submit school transcripts or course completion certificates indicating completion of petitioned course.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or credit card.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Please refer to <http://www.brea.ca.gov/html/LicensingFees.html> for current license application fees.
- All online courses must be taken at a school which has been accredited by any regional accrediting agency approved by the U.S. Department of Education or reviewed and approved by BREa and the International Distance Education Certification Center or approved through the AQB Course Approved Program.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, necessary fees and qualifying documentation to:

Bureau of Real Estate Appraisers
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

1. **TYPE OF PETITION** - The type of petition submitted. If you are currently licensed, indicate your license number in the space provided.
2. **NAME** - The full name of the applicant.
3. **COURSE PROVIDER INFORMATION** - Supply all requested information regarding the facility which offered the course and individuals who may clarify information supplied with your petition.
4. **COURSE INFORMATION** - Supply the name of the textbook, a copy of the table of contents with the chapters covered in the course clearly marked, and an outline of the material covered in the course.

Privacy Information

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Bureau of Real Estate Appraisers
Custodian of Records
1102 Q Street, Suite 4100
Sacramento, CA 95811
Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, R.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100, Sacramento, CA 95811
P 916.652.9000 F 916.652.9007 | www.brea.ca.gov



CONSENT TO SERVICE OF PROCESS

**THIS FORM IS TO BE USED BY ALL NON-RESIDENT REAL ESTATE APPRAISER APPLICANTS AND LICENSEES.
COMPLETE THE DECLARATION AND HAVE THIS DOCUMENT NOTARIZED PRIOR TO SUBMITTING.**

I, _____ (name), am not a resident of the State of California. I am a resident of the State of _____ (current resident state). I am either an applicant before the Chief of the Bureau of Real Estate Appraisers of the State of California or currently have a valid California Real Estate Appraisers License. I hereby irrevocably consent that if any action is commenced against me in the State of California and personal service of process upon me cannot be made in California after exercise of due diligence, a valid service may thereupon be made upon me by delivering the process to the Chief of the Bureau of Real Estate Appraisers of the State of California. If this occurs, the Chief of the Bureau of Real Estate Appraisers of the State of California may mail a copy of any such process to me at the following address which will serve as service upon me:

Address		
City	State	Zip Code

Privacy Information

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Bureau of Real Estate Appraisers
Custodian of Records
1102 Q Street, Suite 4100
Sacramento, CA 95811
Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, FBI), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of _____,

On _____, before me, _____ (insert name and title of the officer), personally appeared, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature
(Seal)



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
GOVERNOR EDMUND G. BROWN JR.

BUREAU OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100, Sacramento, CA 95811
P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



BREA USE ONLY

APPLICATION FOR ISSUANCE OF LICENSE

- ▶ Type or print clearly in blue or black ink and provide an original signature.
- ▶ All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- ▶ By Statute, all fees submitted are deemed earned upon receipt and cannot be refunded.
- ▶ All out-of-state addresses require a completed and notarized Consent to Service of Process (REA 3005).
- ▶ If you have any question, please write to the address listed or call (916) 552-9000.
- ▶ Mail completed application, fee and qualifying documentation to:
BUREAU OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

- ☐ Check this box if you are currently serving or have ever served in the United States military (Please submit proof of current or former military service).
- ☐ Check this box if you are married to, or are in a domestic partnership or other legal union with an active member of the United States military assigned to active duty in California (Please submit proof of marriage, domestic partnership, or other legal union with an active member of the military).

1. Type of Application			
<input type="checkbox"/> Trainee		<input type="checkbox"/> Residential	
<input type="checkbox"/> Certified Residential		<input type="checkbox"/> Certified General	
2. Name			
Last		First	Middle
3. Business Name			
4. Mailing Address (Address of Record)			
Address			
City		County	State
			Zip Code
5. Business Telephone Number		6. Residence Telephone Number	
()		()	
7. Email Address (optional)			
8. Current or Previous California Real Estate Appraiser License			
<input type="checkbox"/> None		<input type="checkbox"/> Current	
<input type="checkbox"/> Expired		License Number _____	
		Expiration Date _____	

I certify under penalty of perjury that the foregoing information, and information provided on all attachments, is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion. I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution.

Signature _____

Date _____

INSTRUCTIONS

1. **TYPE OF APPLICATION** - Mark the box for the license type for which you are seeking issuance. Your examination results must be for the level the box has been marked.
2. **NAME** - Your name as you wish it to appear on your license.
3. **BUSINESS NAME** - The name of your business or employer name.
4. **MAILING ADDRESS** - Your mailing address. This is your address of record and is public information.
5. **BUSINESS TELEPHONE NUMBER** - Your business telephone number. **The information required is public record.**
6. **RESIDENCE TELEPHONE NUMBER** - Your home telephone number.
7. **EMAIL ADDRESS** - Your current email address.
8. **CURRENT OR PREVIOUS CALIFORNIA REAL ESTATE APPRAISER LICENSE**

None - If you have never held a California Real Estate Appraiser License.

Current - If you currently hold a license. Also list the license number and expiration date.

Expired - If you previously held a license. Also list the license number and expiration date.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency unless access is exempted by law.

Bureau of Real Estate Appraisers
Custodian of Records
1102 Q Street, Suite 4100
Sacramento, CA 95811
Telephone: (916) 552-9000

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BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
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BREA USE ONLY

COURSE PROVIDER ACCREDITATION APPLICATION
Read ALL Directions Prior to Completing This Application

1. Legal Name of Course Provider			
2. Fictitious Business Names (dba[s])			
3. Main Office Location			
Number, Street and Suite Number			
City	County	State	Zip Code
4. Location of Business and Student Records			
Number, Street and Suite Number			
City	County	State	Zip Code
5. Location of All Permanent Class Sites (use attachment, if necessary)			
Number, Street and Suite Number			
City	County	State	Zip Code
6. Name and Phone Number of Person Authorized to Act on Behalf of Chief Executive Officer			
Name		Phone	
Title			
7. Names, Principals, Board Member & Management (use attachment, if necessary)			
Appraiser License Number (If Applicable)			
8. Has accreditation or license by BREA or any other agency been revoked, suspended or denied for the course provider or any person identified in Item 7 above? If "yes" provide a written letter of explanation.			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

REQUIRED ATTACHMENTS

Policy statements, correspondence or other verification of the following information.

- | | |
|---|---|
| <input type="checkbox"/> Attendance Policy | <input type="checkbox"/> Final Exam Policy |
| <input type="checkbox"/> Grading Policy | <input type="checkbox"/> Record Maintenance and Retention Policy |
| <input type="checkbox"/> Instructor Hiring Policy | <input type="checkbox"/> Subcontracting Policy |
| <input type="checkbox"/> Refund and Re-Examination Policy | <input type="checkbox"/> Sample of the Course Completion Certificates |

CHIEF EXECUTIVE OFFICER DECLARATION

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any accreditation or license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ (month) _____ (year)
at _____ (city or county) _____ (state).

Signature

Name (please print)

Title

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or credit card.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Please refer to <http://www.brea.ca.gov/html/LicensingFees.html> for current license application fees.
- All out-of-state addresses require a complete and notarized Consent to Service of Process (REA 3006).
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, necessary fees and qualifying documentation to:

Bureau of Real Estate Appraisers
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

1. **LEGAL NAME OF COURSE PROVIDER** - The legal name of the course provider.
2. **FICTITIOUS BUSINESS NAMES (dba [s])** - All Fictitious Business Names used. Include a certified copy of the Fictitious Business Name statement. Use attachments if necessary.
3. **MAIN OFFICE LOCATION** - Insert mailing address.
4. **LOCATION OF BUSINESS AND STUDENT RECORDS** - Do not list a P.O. Box; Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
5. **LOCATION OF ALL PERMANENT CLASS SITES** - Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). Use attachments if necessary.
6. **NAME AND PHONE NUMBER OF PERSON AUTHORIZED TO ACT ON BEHALF OF CHIEF EXECUTIVE OFFICER** - Name of person authorized to act on behalf of CEO for course provider and individual matters. Include a written letter of authorization from the CEO.
7. **NAMES OF PRINCIPALS, BOARD MEMBERS & MANAGEMENT** - List the name, title and BRE license number, current or expired, (if applicable) of each principal, board member and manager of the course provider. Use attachments if necessary.
8. If accreditation has been revoked, suspended or denied by BRE or any other agency for the course provider or any person identified in item 7, answer "yes". Provide a detailed letter of explanation to any "yes" answer.

Privacy Information

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BREA USE ONLY

COURSE ACCREDITATION AND DESCRIPTION

Review Course Provider Handbook Prior to Completing this Form

1. Legal Name of Course Provider			
2. Name and Phone Number of Person Authorized to Act on Behalf of Chief Executive Officer			
Name		Phone	
3. Main Office Location			
Number, Street and Suite Number			
City	County	State	Zip Code
4. Type of Course			
<input type="checkbox"/> Basic Education		<input type="checkbox"/> Continuing Education	
5. Number of Courses			
6. Course Titles (use additional sheets if necessary)			

ATTACH A SEPARATE COURSE DESCRIPTION FORM (PAGE 2 OF THIS FORM) FOR EACH CLASS IDENTIFIED IN ITEM 6 ABOVE

CHIEF EXECUTIVE OFFICER DECLARATION

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any accreditation and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ at _____ (city or county)
_____ (state).

Signature: _____

Title (please print): _____

Name (please print): _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

COURSE DESCRIPTION
(each course requires a separate form)

1. Course Title
2. Prerequisites
3. Course Length in Hours
4. Textbooks and Other Required Student Material
5. Type of Course
<input type="checkbox"/> Classroom <input type="checkbox"/> Correspondence (online) : <input type="checkbox"/> IDECC - Approved <input type="checkbox"/> U.S. Department of Education Approved

REQUIRED COURSE ATTACHMENTS

- ☐ Textbooks and other material.
- ☐ Proposed advertising and promotional materials for each course.
- ☐ Outline or syllabus.
- ☐ At least two different final examinations, with exam key. (Not required for continuing education courses.)
- ☐ Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- ☐ For online courses, the reading assignment listing, with page references.
- ☐ Complete *BREA Topic Matrix (REA 3015)* for basic education courses only (not required for continuing education courses).

REQUIRED PROVIDER ATTACHMENTS

Policy statements, correspondence or other verification of the following information, if different than those previously approved for the course provider:

- | | |
|--|---|
| <input type="checkbox"/> Attendance Policy
<input type="checkbox"/> Grading Policy
<input type="checkbox"/> Instructor Minimum Qualifications
<input type="checkbox"/> Refund and Re-Examination Policy | <input type="checkbox"/> Final Exam Policy
<input type="checkbox"/> Record Maintenance and Retention Policy
<input type="checkbox"/> Subcontracting Policy
<input type="checkbox"/> Sample of the Course Completion Certificates |
|--|---|

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do **not** write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or credit card.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Please refer to <http://www.brea.ca.gov/html/LicensingFees.html> for current application fees.
- Submit a *BREA Topic Matrix (REA 3015)* for each basic education course.
- All out-of-state addresses require a complete and notarized Consent to Service of Process (REA 3006).
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, necessary fees and qualifying documentation to:
Bureau of Real Estate Appraisers
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

1. **LEGAL NAME OF COURSE PROVIDER** - The legal name of the course provider.
2. **NAME AND PHONE NUMBER OF PERSON AUTHORIZED TO ACT ON BEHALF OF CHIEF EXECUTIVE OFFICER** - Name of person authorized to act on behalf of CEO for course provider and individual matters. Include a written letter of authorization from the CEO.
3. **MAIN OFFICE LOCATION** - Insert mailing address
4. **TYPE OF COURSE** - Indicate whether the courses to be approved are for basic education or continuing education.
5. **COURSE TITLES** - List the titles of the courses to be approved. Use additional sheets if necessary.

COURSE DESCRIPTION

1. **COURSE TITLE** - The title of the course to be approved.
 2. **PREREQUISITES** - The minimum requirements needed in order to attend the course. Attach additional sheets if necessary.
 3. **COURSE LENGTH IN HOURS** - The number of hours for the course duration (including the final examination if applicable).
 4. **TEXTBOOKS AND OTHER REQUIRED STUDENT MATERIALS** - The name of the textbook used for the course. List all materials students are required to have in order to attend the course. Attach additional sheets if necessary.
 5. **TYPE OF COURSE** - Indicate whether the course to be approved is a classroom course or an online course.
- REQUIRED ATTACHMENTS** - Submit the following attachments with this form:
- Textbooks and other student materials;
 - Proposed advertising and promotional materials;
 - Outline or syllabus;
 - At least two different final examinations, with exam key (not required for continuing education courses);
 - Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered;
 - For Correspondence, the reading assignment listing, with page references; and
 - Complete *BREA Topic Matrix (REA 3015)* for basic education courses only.

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BREA USE ONLY

APPRAISAL MANAGEMENT COMPANY CERTIFICATE OF REGISTRATION APPLICATION
Read All Directions in Parts IV and V Prior to Completing this Application.

PART I: Applicant Information

A. Appraisal Management Company (AMC)

1. Name		
2. Mailing Address (Address of Record)		
Address		
City		State
		Zip Code
3. Business Telephone Number		4. Business Fax Number (optional)

B. Designated Officer

(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)

1. Name		
Last	First	M.I.
2. Title		
3. Residence Telephone Number		4. Business Email Address (optional)
Home	Cell	

C. Type of Entity

1. Legal Structure. Check the box that applies to the business entity type of the applicant.

<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Foreign LLC	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other *
If "Other" describe:			

2. Formation and Operation Documents. Submit Articles of Incorporation, Articles of Organization, Statement of Partnership, or equivalent formation documents verifying the legal formation of the AMC (if any) and the Operating Agreements, Corporate by-laws, Partnership Agreement, or operation documents of the AMC (if any). Attach to this application.

PART II: Controlling Person(s) Information

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer.

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001).

PART III: Registration Details

Has the AMC ever had a certificate of registration denied, suspended, restricted, revoked or disciplined in any way in this state or any other state? If yes, complete "Registration Details" section below.

In addition you must submit a certified copy of the administrative agency's investigative report, and certified copies of the administrative agency's docket, complaint, accusation or other order."

REGISTRATION DETAILS			
Type of Registration	Registration ID No.	Registration Expiration Date	State
Action (revoked, etc.)	Date of Action	Date Action Terminated	Code Section Violated
ADDITIONAL INFORMATION: ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED AND DATED.			

PART IV: Application Declaration

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application,

_____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contract appraisers contracted by this company to perform appraisal services in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor appraisers contracted by this company to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 1. The date of receipt of the request;
 2. The name of the person from whom the request was received;
 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 5. The date of delivery of the appraisal product to the client.

Executed this _____ day of _____ at _____ (city or county)
_____ (state).

Signature _____

Name (please print) _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of _____

On _____, before me, _____ (insert name and title of the officer), personally appeared, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature
(Seal)

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- The Designated Officer must sign Part III after AMC completion of Parts I and II. Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- Please refer to <http://www.brea.ca.gov/html/LicensingFees.html> for current license application fees.
- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see REA 2030 to pay by credit card).
- All application fees are non-refundable.

- Once BREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to BREA prior to issuance of the final Certificate of Registration.
- Appraisal management companies MUST notify the BREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting an Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011.
- Mail completed application, necessary fees and qualifying documentation to:

BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100

Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

PART V: Instructions

A. INSTRUCTIONS PART I: Applicant Information

INSTRUCTIONS PART I. A.: AMC

1. **NAME OF AMC** – List the name of the AMC for which you are submitting this application for certificate of registration.
2. **BUSINESS STREET ADDRESS** – List the business address of the AMC for which you are submitting this application for certificate of registration. **Note: the required information is public record.**
3. **BUSINESS TELEPHONE NUMBER** – List the business telephone number of the AMC for which you are submitting this application for certificate of registration. **Note: the required information is public record.**
4. **BUSINESS FAX NUMBER** – List the business fax number of the AMC for which you are submitting this application for certificate of registration.

INSTRUCTIONS PART I. B.: Designated Officer

1. **NAME OF DESIGNATED OFFICER** – List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application.
2. **TITLE OF DESIGNATED OFFICER** – List the official title of the company's Designated Officer (i.e. President, Director, etc.) held within the company.
3. **RESIDENCE PHONE NUMBER OF DESIGNATED OFFICER** – List the residence phone number for the Designated Officer.
4. **BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER** – List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I. C.: Type of Entity

1. **LEGAL STRUCTURE** – Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. **FORMATION AND OPERATION DOCUMENTS** – Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.

B. INSTRUCTIONS PART II: Controlling Person(s) Information

1. **NAMES OF CONTROLLING PERSON(S)** – List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. **CONTROLLING PERSON APPLICATION (REA 5002)** – Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person, including the Designated Officer.

C. INSTRUCTIONS PART III: Registration Details

1. **REGISTRATION DETAILS** – Include any information regarding if the AMC has previously had a certificate of registration denied, suspended, restricted, revoked or disciplined in any way in this state or any other state? If yes, complete "Registration Details" section.

D. INSTRUCTIONS PART IV: Application Declaration

1. **APPLICATION DECLARATION** – The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Information - Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law. General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).

Bureau of Real Estate Appraisers
Custodian of Records
1102 Q Street, Suite 4100
Sacramento, CA 95811
Telephone: (916) 552-9000



BASIC EDUCATION ATTACHMENT

*Read All Directions On the Reverse Side Prior to Completing This Form.
Failure to Complete This Form Properly Will Delay Processing.*

1. Application Level

Trainee License

Residential License

Certified Residential

Certified General

2. Type of Application

Original Application

Upgrade Application

Current License Number

3. Name

Last

First

MI

List below the courses you have taken which meet the education requirements for the type of license for which you are applying.

4. Course Title and Approval Number

5. Hours

6. Date Completed

7. Correspondence Course

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

8. Total Education Hours

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Type or print clearly in blue or black ink
- Applications must be legible.
- Courses less than 15 hours in duration are not acceptable.
- Courses must have included a final examination which you successfully completed.
- Challenge courses are not acceptable to meet basic education requirements.
- You must attach copies of documentation which verifies successful completion of courses. Acceptable verification consists of:
 - » Official Transcripts;
 - » Course completion certificates;
 - » Report Cards; or
 - » Written verification, dated and signed under penalty of perjury, from the course instructor or other appropriate school official.
- Correspondence courses may not be acceptable for the certified levels.
- Continuing education courses cannot be used as basic education.
- Highlight courses you wish to use as qualifying education on your college transcripts.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail this form and supporting copies of transcripts or course completion certificates, along with a completed Initial or Upgrade Application, all necessary fees and any other necessary material to:

OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

1. **APPLICATION LEVEL** -- The type of application for which the education is to be evaluated.
2. **APPLICATION TYPE** -- The type of application submitted.

Original application -- first application for a real estate appraisers license, or reapplying due to an expired application.

Upgrade application -- Currently hold a license with the Office of Real Estate Appraisers, which you wish to upgrade to a higher classification.
3. **NAME** -- Your name as it appears on your initial application.
4. **COURSE TITLE AND APPROVAL NUMBER** -- The name of the course you wish use. Also list the approval number if the course was taken from a private vocational school.
5. **HOURS** -- The course duration hours. All courses must be a minimum of 15 hours long with a final examination.
6. **DATE COMPLETED** -- The date the course was completed.
7. **CORRESPONDENCE COURSE** -- If the course listed was a correspondence course mark the "yes" box. If the course was attended at a school mark the "no" box.
8. **TOTAL EDUCATIONAL HOURS** -- Calculate and enter the total number of education hours submitted for consideration.



EXPERIENCE LOG SUMMARY

*Read all directions on the reverse side prior to completing this form.
Failure to complete this form properly will delay processing.
This document is required in addition to the Log of Appraisal Experience.*

1. Application Level

Residential License

Certified Residential

Certified General

2. Type of Application

Original Application

Upgrade Application

Current License Number

3. Name

Last

First

Middle

4. Category of Experience

- | | |
|----------------------------------|--|
| 1. Fee and Staff Appraisal | 7. Feasibility Analysis |
| 2. Ad Valorem Tax Appraisal | 8. Teaching Appraisal Courses (no longer an acceptable category of experience.) |
| 3. Review Appraisal | 9. Setting Forth of Opinions of Value of Real Property for Tax Purposes as an Employee of a California County Assessor's Office or Board of Equalization. |
| 4. Appraisal Analysis | 10. Assistance in Preparation of Appraisals |
| 5. Real Estate Counseling | 11. Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker, but only to the extent that the experience is directly related to the actual performance or professional review of Real Estate Appraisal. |
| 6. Highest and Best Use Analysis | |

5. Broker Experience

(Can be used at the Residential License Level only.)

I have a current valid California Real Estate Broker's License and Qualify for 1000 hours experience credit toward my licensing experience requirement. I understand this experience cannot be transferred to the certified levels. A Certified Letter of License History, not more than 30 days old, from the California Department of Real Estate is attached.

6. Category Number	7. Residential/ Non-Residential	8. Total Hours	9. Dates of Experience	10. Employer or Three Client References
--------------------	---------------------------------	----------------	------------------------	---

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Do not write in shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible.
- A *Log of Appraisal Experience* (REA 3004) must accompany this form.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- If you have questions, please write to the address listed below or call (916) 552 - 9009.
- Mail all necessary material to:

OFFICE REAL ESTATE APPRAISERS

1002 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

1. APPLICATION LEVEL -- The level for which the experience has been submitted.

2. APPLICATION TYPE -- The type of application you have submitted.

Original Application -- Currently does not hold a valid license.

Upgrade Application -- Currently holds a Provisional License or a Trainee License and is submitting the experience needed to convert the current license to Residential License.

OR

Currently holds a Provisional License, Trainee License, or residential License and wishes to upgrade current license status to the Certified Level. This also applies to the Certified Residential level wishing to upgrade to the Certified General level.

On all upgrade indicate license number in the space provided. Refer to the *Real Estate Appraiser Licensing Requirements Handbook* for additional information.

3. NAME -- Your full legal name as it appears on your initial application. For Upgrade Applications indicate your name as it appears on your current license certificate.

4. CATEGORY OF EXPERIENCE -- All experience claimed must be identified as being in one of the categories listed. All work samples which are reported on the log must be in conformance with the specific requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) in order to qualify for experience credit. See the Real Estate Appraiser License Requirements Handbook for the types of work samples to be submitted for review.

5. BROKER EXPERIENCE -- Individuals who hold a valid California Real Estate Broker's license may claim 2,000 hours of appraisal experience at the Residential License level only. A Certified Letter of License History not more than 30 days old, must be submitted from the California Department of Real Estate. Mark the box if you are claiming broker experience. This experience cannot be used at the certified levels. Holders of a California Real Estate Broker's license who have not submitted verification of the minimum 2,000 hours of acceptable experience will be listed as "Not AQB Compliant" on the National Registry until they have met the minimum experience requirement.

6. CATEGORY NUMBER -- The category number from Item 4. List one category per employer per line. All experience claimed for one level of experience may be combined on one line.

7. RESIDENTIAL/NON-RESIDENTIAL -- Indicate whether the experience claimed for the category number listed on the line is residential or non-residential. Residential and non-residential experience may not be combined and must be listed on separate lines.

8. TOTAL HOURS -- The total number of hours claimed for the category of experience listed on the line.

9. DATES OF EXPERIENCE -- The beginning and ending dates for the experience you are claiming on this line.

10. EMPLOYER OR THREE CLIENT REFERENCES -- The name, address and telephone number of your employer for the experience you are claiming on this line. If self-employed list three client references who can verify your experience.



State of California
Arnold Schwarzenegger, Governor
OFFICE OF REAL ESTATE APPRAISERS

LOG OF APPRAISAL EXPERIENCE

Read All Directions on Page 3 of This Form Prior to Completing

Category of Experience	Property Address (City, State, Zip)	Type of Property	Complex Assignment Y/N (AR only)	Description of Work Performed by Applicant	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision (level of supervision)	Date of Report	Intended User	Number of Hours
------------------------	-------------------------------------	------------------	----------------------------------	--	---	---	----------------	---------------	-----------------

Reviewed By _____

Date _____

FOR OREA USE ONLY

Total Hours this Page
Hours from Previous Page

Total Hours
Page _____ of _____

CERTIFICATIONS

APPLICANT CERTIFICATION

I, _____ (name),
 declare under penalty of perjury that the foregoing information
 and information contained on the attached _____ (number) pages
 is true and correct and that I have answered each question fully and
 truthfully and without any purpose of evasion or mental reservation. I
 understand that signing this statement under false pretense is grounds
 for denial or revocation of any license and may subject me to
 disciplinary action and/or criminal prosecution and punishment by
 imprisonment in state prison for 2, 3, or 4 years.

Executed this _____ day of _____
 at _____ (city or county) _____
 _____ (state)

SIGNATURE

NAME (please print)

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC
 IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA.

SUPERVISING APPRAISER'S CERTIFICATION

Required for Trainee Licensees Upgrading their License

I, _____ (name),
 declare under penalty of perjury that I have fully reviewed each
 appraisal listed on this *Log of Appraisal Experience* and that those
 listed on the attached _____ (number) pages of this log which
 I have initialed as the reviewing appraiser. I understand that
 signing this statement under false pretense is grounds for denial
 or revocation of any license and may subject me to disciplinary
 action and/or criminal prosecution and punishment by imprisonment
 in state prison for 2, 3, or 4 years.

Executed this _____ day of _____
 at _____ (city or county) _____
 _____ (state)

SIGNATURE

NAME (please print)

LICENSE or CERTIFICATE NUMBER

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC
 IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA.

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- A completed Experience Log Summary (REA 3003) MUST accompany the experience log.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Mail completed applications, fees and required documents to:

OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

CATEGORY OF EXPERIENCE - Print the category of experience claimed for the property listed on this line.

- Category 1 Fee and Staff Appraisal
- Category 2 Ad Valorem Tax Appraisal
- Category 3 Review Appraisal
- Category 4 Appraisal Analysis
- Category 5 Real Estate Counseling
- Category 6 Highest and Best Use Analysis
- Category 7 Feasibility Analysis
- Category 8 Teaching Appraisal Courses (no longer eligible for experience credit)
- Category 9 Setting Worth Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's Office or the Board of Equalization. Appraisals must conform with USPAP.
- Category 10 Assistance in Preparation of Appraisals
- Category 11 Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker, but only to the extent that the experience is directly related to the actual performance or professional review of Real Estate Appraisals. Refer to the current *Real Estate Appraiser Licensing Requirements Handbook* for a complete description of the listed categories and the categories which require work samples.

PROPERTY ADDRESS - The street address, city and state of the property for which you are claiming experience.

TYPE OF PROPERTY - The type of property appraised (i.e., SFR, Res, 1-4, dup., commercial, industrial, land, etc.).

COMPLEX ASSIGNMENT - Was the property atypical in nature?

DESCRIPTION OF WORK PERFORMED BY APPLICANT - Describe the extent of the work performed on the appraisal by the Applicant.

SCOPE OF SUPERVISING APPRAISER'S REVIEW - Describe the scope of the review process undertaken including the reviewer's level of verification and analysis.

SCOPE OF SUPERVISING APPRAISER'S SUPERVISION - Describe the level of supervision. This could range from completing the entire appraisal process with the appraiser including the physical inspection of the property, data selection and verification, analysis and final preparation of the report to a mere oversight of the appraisal process. The degree of variation depends upon the appraiser's level of experience and the complexity of the subject property.

DATE OF REPORT - The date the appraisal report was completed.

INTENDED USER - The name of the intended user of the property.

NUMBER OF HOURS - The number of hours spent to complete the appraisal report.

TOTAL HOURS THIS PAGE - Total number of hours documented for the page.

HOURS FROM PREVIOUS PAGES - Total number of hours documented from previous pages of the log. If this is page one of the log list zero.

TOTAL HOURS - Hours from previous pages of the log and the current page total.

PAGE - The page number for the log submitted.

OF - The total number of pages for the log.

REVIEWED BY - Must be initiated by the supervising appraiser of a Trainee Licensee. Trainee Licensees upgrading their license must have each page initialed and the final certification signed by their supervising appraiser.

DATE - The date the supervising appraiser signed the log sheet. The log sheet should be reviewed, signed and dated upon completion of each page.

CERTIFICATIONS

Applicant Certification - Required of all applicants submitting an experience log. Supervising Appraiser's Certification - Required from all supervising appraisers when a Trainee Licensee upgrades his/her license. Applicants must use a separate form REA 3004 for each supervising appraiser.

WORK SAMPLES

OREA licensing staff will contact the applicant regarding the submission of work samples based on the work experience log submitted with the license application. Two work samples will be requested from the log of appraisal experience. Work samples must be self contained or summary reports (restricted reports do not qualify for experience credit) and all must be in conformance with all requirements of the Uniform Standards of Professional Appraisal Practice (USPAP). If any of the work samples are found to not conform with USPAP, all experience prior to receipt of the application may be rejected.



PETITION FOR EQUIVALENCY CREDIT

Read All Directions on the Reverse Side of This Form Prior to Completing the Application

1. Type of Petition			
<input type="checkbox"/> Basic Education		<input type="checkbox"/> Continuing Education	
		Current License Number _____	
2. Name			
Last		First	Middle
3. Course Sponsor Information			
Name			
Address (Number, Street and Suite Number)			
City		State	Zip Code
Telephone Number ()		Contact Person	
School Accredited By:			
4. Course Information			
Name of Course			
Complete Address of the Facility in which the Course was Held: (Number, Street and Suite Number)			
City		State	Zip Code
Total Required Hours of Attendance		Date the Course was Completed/Final Examination	
Description of Instructional Mode:			
<input type="checkbox"/> Attended Course		<input type="checkbox"/> Correspondence Course	
Name of Textbooks and Other Materials			

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided
all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation
understand that providing false information is grounds for denial or revocation of any license and may subject me to criminal prosecution and punishment
imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ of _____ at _____ (city or county)

(state).

Signature _____

Name (please print) _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

- Do not write in the shaded area ;
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- Community college and university courses approved by an approved regional accrediting agency do not need to be petitioned.
- Submit school transcripts or course completion certificates indicating completion of petitioned course.
- Submit a \$45 fee for each petitioned course.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- If you have any questions, please write to the address listed below or call (916) 263-0722.
- Mail completed applications to:

OFFICE OF REAL ESTATE APPRAISERS
 1755 Creekside Oaks Drive, Suite 190
 Sacramento, California 95833
www.orea.ca.gov

INSTRUCTIONS

1. **TYPE OF PETITION**--The type of petition submitted. If you are currently licensed, indicate your license number in the space provided.
2. **NAME**--The full name the applicant applied under.
3. **COURSE SPONSOR INFORMATION**--Supply all requested information regarding the facility which offered the course and individuals who may clarify information supplied with your petition.
4. **COURSE INFORMATION**--Supply the name of the text, a copy of the table of contents with the chapters covered in the course clearly marked and an outline of the material covered in the course.



CONSENT TO SERVICE OF PROCESS

THIS FORM IS TO BE USED BY ALL NON-RESIDENT REAL ESTATE APPRAISER APPLICANTS AND LICENSEES. COMPLETE THE DECLARATION, ITEMS 1 THROUGH 3, AND HAVE THIS DOCUMENT NOTARIZED PRIOR TO SUBMITTING.

I, _____ (name), am a non-resident of the State of California, to wit a resident of the State of _____ (current resident state), and am either an applicant before the Director of the Office of Real Estate Appraisers of the State of California or currently have valid California Real Estate Appraiser License rights associated herewith and hereby certify:

1. Complete "a" or "b":

a. If engaging in activities requiring a California Real Estate Appraiser License, the complete address of the applicant's or licensee's place of business is:

b. If not engaging in activities requiring a California real estate appraiser license, the complete address of the applicant's or licensee's residence is:

2. That the applicant or licensee hereby irrevocably consents that if in any action commenced against him or her in the State of California personal service of process upon him or her cannot be made in this State after the exercise of due diligence, a valid service may thereupon be made upon him or her by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.

3. That the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the applicant or licensee at his or her residence at the following address:

IN WITNESS WHEREOF, applicant or licensee has subscribed his or her name hereto this _____ (day) day of _____ (month), _____ (year), at _____ (city, state).

Applicant or licensee signature

STATE OF _____

COUNTY OF _____

On this _____ day of _____ in the year _____ before me _____

personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it. WITNESS my hand and official seal.

Signature of Notary Public



APPLICATION FOR ISSUANCE OF LICENSE

Read All Directions Prior to Completing this Request.
You May Not Represent Yourself as Licensed Until Your License is in Your Possession.

1. Type of Application (Mark one box only)			
<input type="checkbox"/> Trainee License	<input type="checkbox"/> Residential License	<input type="checkbox"/> Certified Residential	<input type="checkbox"/> Certified General
2. Name			
Last		First	Middle
3. Business Name and Address of Record (Do Not List a P.O. Box, Rural Route or Star Route)			
Name of Business		Number, Street, and Suite Number	
City	County	State	Zip Code
4. Mailing Address			
Number, Street and Suite Number			
City	County	State	Zip Code
5. Physical Home Address (Do Not List a P.O. Box, Rural Route or Star Route)			
Number, Street and Suite Number			
City	County	State	Zip Code
6. Business Telephone Number		7. Home Telephone Number	
()		()	
8. Current or Previous California Real Estate Appraiser License			
<input type="checkbox"/> None	<input type="checkbox"/> Current	<input type="checkbox"/> Expired	License Number _____ Expiration Date _____

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any license and may subject me to criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____

Name (please print) _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

FOR OREA USE ONLY

Orig Sig	Y N	Bckgrd Clear	Y N	Comments:	Issue: Temp Full None
Consent to Serv	Y N N/A	Fmly spt ck	Y N		By: Date:
Pers ck cleared	Y N N/A	Issue F/L	Y N		Issue: Temp Full None
Orig test results	Y N	F/L Resolved	Y N		By: Date:

Do not write in the shaded areas.

Type or print clearly in blue or black ink.

Applications must be legible and contain an original signature.

All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or government purchase order.

Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.

Out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).

Submit the original examination results with this request for issuance.

This Request for Issuance must be received by OREA within one year from the date of examination and may not be extended.

If you have any questions, please write to the address listed below or call (916) 263-0722.

Mail completed application, fees and required documents to:

OFFICE OF REAL ESTATE APPRAISERS
1755 Creekside Oaks Drive, Suite 190
Sacramento, CA 95833

FEES

Trainee License

Issuance Fee	\$300
Child Support Review	\$ 10
Total	\$310

Residential License

Issuance Fee	\$300
Federal Registry Fee	\$ 50
Federal Registry Processing	\$ 25
Child Support Review	\$ 10
Total	\$385

Certified Residential and Certified General

Issuance Fee	\$375
Federal Registry Fee	\$ 50
Federal Registry Processing	\$ 25
Child Support Review Fee	\$ 10
Total	\$460

Upgrade to Certified Levels

Issuance	\$ 75
Child Support Review	\$ 10
Total	\$ 85**

** Additional fees are required for Trainee License holders who are upgrading. See number nine below for details.

INSTRUCTIONS

- 1. TYPE OF APPLICATION**--Mark the box for the license type for which you are applying. Your examination results must be for the level the box has been marked.
- 2. NAME**--Your name as you wish it to appear on your license. Information required is public record.
- 3. BUSINESS NAME AND ADDRESS OF RECORD**--The name of your business or employer name. The physical business address of record is mandatory information. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is not available your physical residence address may be provided. Please Note: The information required is public record.
- 4. MAILING ADDRESS**--Your mailing address if it is not the same as the business address. Information required is public record.
- 5. PHYSICAL HOME ADDRESS**--The physical location of your home address. Do not list a P.O. Box, Rural Route or Star Route.
- 6. BUSINESS TELEPHONE NUMBER**--Your business telephone number. Information required is public record.
- 7. HOME TELEPHONE NUMBER**--Your home telephone number.
- 8. PREVIOUS OR CURRENT CALIFORNIA REAL ESTATE APPRAISER LICENSE**
None--If you have never held a California Real Estate Appraiser License.
Current--If you currently hold a license. Also list the license number and expiration date.
Expired--If you previously held a license. Also list the license number and expiration date.
- 9. TRAINEE LICENSE HOLDERS WHO ARE UPGRADING**--The Federal Registry fee for Trainee License holders upgrading to a higher classification is \$25 per year or part thereof for the remaining term of the Trainee License, plus a \$25 state processing fee.



COURSE PROVIDER ACCREDITATION

Read All Directions Prior to Completing This Application.

1. Legal Name of Course Provider			
2. Fictitious Business Names (dba[s])			
3. Main Office Location			
Number, Street and Suite Number			
City	County	State	Zip Code
4. Location of Business and Student Records			
Number, Street and Suite Number			
City	County	State	Zip Code
5. Location of All Permanent Class Sites (use attachment, if necessary)			
Number, Street and Suite Number			
City	County	State	Zip Code
6. Name and Phone Number of Person Authorized to Act on Behalf of Chief Executive Officer			
Name		Phone ()	
Title			
7. Names of Principals, Board Members & Management (use attachment, if necessary)			
Appraiser License Number (If Applicable)			
8. Has accreditation or license by OREA or any other agency been revoked/suspended or denied for the course provider or any person identified in Item 7 above? If "yes" provide a written letter of explanation.			
<input type="checkbox"/> YES		<input type="checkbox"/> NO	

REQUIRED ATTACHMENTS

Policy statements, correspondence or other verification of the following information.

- | | |
|---|---|
| <input type="checkbox"/> Attendance Policy | <input type="checkbox"/> Final Examination Policy |
| <input type="checkbox"/> Grading Policy | <input type="checkbox"/> Records Retention Policy |
| <input type="checkbox"/> Instructor Hiring Policy | <input type="checkbox"/> Subcontracting Policy |
| <input type="checkbox"/> Refund and Re-Examination Policy | <input type="checkbox"/> Sample of Course Completion Certificates |

FREE

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- All out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).
- Attach copies of all accreditations: Council of Private Post Secondary and Vocational Educational or Equivalent Approvals.
- If you have any questions, please write to the address listed below or call (916) 263-0722.
- Mail completed application, necessary fees and qualifying documentation to:

Application Review Fee	\$150
Provider Accreditation Fee	\$150
Total Fees	\$300

Refer to *Course Accreditation and Description* (REA 3014) for individual course accreditation fees.

OFFICE OF REAL ESTATE APPRAISERS
 1755 Creekside Oaks Drive, Suite 190
 Sacramento, CA 95833

INSTRUCTIONS

- LEGAL NAME OF THE COURSE PROVIDER** -- The legal name of the course provider.
 - FICTITIOUS BUSINESS NAMES (dba[s])** -- All Fictitious Business Names used. Include a certified copy of the Fictitious Business Name statement. Use attachments if necessary.
 - MAIN OFFICE LOCATION** -- Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
 - LOCATION OF BUSINESS AND STUDENT RECORDS** -- Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
 - LOCATION OF ALL PERMANENT CLASS SITES** -- Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). Use attachments if necessary.
 - NAME AND PHONE NUMBER OF PERSON AUTHORIZED TO ACT ON BEHALF OF CHIEF EXECUTIVE OFFICER**
 Name of person authorized to act on behalf of CEO for course provider and individual matters. Include a written letter of authorization from the CEO.
 - NAMES OF PRINCIPALS, BOARD MEMBERS, MANAGEMENT** -- List the name, title and OREA license number current or expired, (if applicable) of each principal, board member and manager of the course provider. Use attachments if necessary.
 - If accreditation has been revoked, suspended or denied by ORE or any other agency for the course provider or any person identified in item 7 answer "yes". Provide a detailed letter of explanation to an "yes" answer.
- REQUIRED ATTACHMENTS**--Attach policies of the following:
- Attendance;
 - Grading;
 - Instructor Minimum Qualification;
 - Refund;
 - Re-Exam; and
 - Final Examination.

CEO DECLARATION

I, _____ (name), declare under penalty of perjury that the foregoing information information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any accreditation or license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 4 years.

Executed this _____ day of _____ at _____ (city or county)
_____ (state).

Signature _____

Name (please print) _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA



COURSE ACCREDITATION AND DESCRIPTION

Review Course Provider Handbook Prior to Completing this Form

1. Legal Name of Course Provider _____

2. Name and Phone Number of Person Authorized to Act on Behalf of Chief Executive Officer
Name _____ Phone _____ () _____

3. Main Office Location
Number, Street and Suite Number _____
City _____ County _____ State _____ Zip Code _____

4. Type of Course
☐ Basic Education ☐ Continuing Education

5. Number of Courses _____

6. Course Titles (use additional sheets, if necessary) _____

ATTACH A COURSE DESCRIPTION FORM FOR EACH CLASS IDENTIFIED IN ITEM 6 ABOVE

CEO DECLARATION

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any accreditation or license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ at _____ (city or county)
_____ (state).

Signature: _____

Title (please print): _____

Name (please print): _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

COURSE DESCRIPTION
(each course requires a separate form)

1. Course Title	
2. Prerequisites	
3. Course Length in Hours	
4. Textbooks and Other Required Student Materials	
5. Type of Course	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Correspondence

REQUIRED COURSE ATTACHMENTS

- ☐ Textbooks and other student materials
- ☐ Proposed advertising and promotional materials for each course
- ☐ Outline or syllabus
- ☐ At least two different final examinations, with exam key. (Not required for continuing education courses.)
- ☐ Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- ☐ For correspondence courses, the reading assignment listing, with page references.
- ☐ Complete *OREA Topic Matrix* (REA 3015) for basic education courses only (Not required for continuing education courses).

REQUIRED PROVIDER ATTACHMENTS

Policy statements, correspondence or other verification of the following information, if different than those previously approved for the course provider:

- | | |
|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Attendance Policy<input type="checkbox"/> Grading Policy<input type="checkbox"/> Instructor Hiring Policy<input type="checkbox"/> Refund and Re-Examination Policy | <ul style="list-style-type: none"><input type="checkbox"/> Final Examination Policy<input type="checkbox"/> Record Maintenance and Retention Policy<input type="checkbox"/> Subcontracting Policy<input type="checkbox"/> Sample of the Course Completion Certificates |
|--|---|

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in the shaded areas.
Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Submit an *OREA Topic Matrix* (REA 3015) for each basic education course.
- All out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).
- If you have any questions, please write to the address listed below or call (916) 263-0722.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS
1755 Creekside Oaks Drive, Suite 190
Sacramento, CA 95833

FEES

BASIC EDUCATION

MULTIPLE COURSE REVIEW FEE

Application Review Fee	\$150
1 to 5 Courses	\$350 per course
6 or more Courses	\$250 per course for each course over 5 courses

CONTINUING EDUCATION

COURSE REVIEW FEE

Application Review Fee	\$150
Up to 14 Hours	\$ 50
15 to 29 Hours	\$100
Each additional 14 hour segment or portion thereof	\$ 50

INSTRUCTIONS

- LEGAL NAME OF COURSE PROVIDER**--The legal name of the course provider.
- NAME AND PHONE NUMBER OF PERSON AUTHORIZED TO ACT ON BEHALF OF CHIEF EXECUTIVE OFFICER**--Name of person authorized to act on behalf of CEO for course provider and individual matters. Include a written letter of authorization from the CEO.
- MAIN OFFICE LOCATION**--Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
- TYPE OF COURSE**--Indicate whether the courses to be approved are for basic education or continuing education.
- COURSE TITLES**--List the titles of the courses to be approved. Use additional sheets if necessary.

COURSE DESCRIPTION

- COURSE TITLE**--The title of the course to be approved.
- PREREQUISITES**--The minimum requirements needed in order to attend the course. Attach additional sheets if necessary.
- COURSE LENGTH IN HOURS**--The number of hours for the course duration (including the final examination for basic education courses).
- TEXTBOOKS AND OTHER REQUIRED STUDENT MATERIALS**--The name of the textbook used for the course. List all materials students are required to have in order to attend the course. Attach additional sheets if necessary.
- TYPE OF COURSE**--Indicate whether the course to be approved is a classroom course or a correspondence course.

REQUIRED ATTACHMENTS--Submit the following attachments with this form:

- Textbooks and other student materials;
- Proposed advertising and promotional materials
- Outline or syllabus;
- At least two different final examinations, with exam key (not required for continuing education courses);
- Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- For correspondence courses, the reading assignment list with page references; and
- Complete *OREA Topic Matrix* (REA 3015) for basic education courses only.



APPRAISAL MANAGEMENT COMPANY CERTIFICATE OF REGISTRATION APPLICATION

Read All Directions in Parts IV and V Prior to Completing this Application. Refer to Part IV Section C for Definitions of Appraisal Management Company, Controlling Person, and Designated Officer.

PART I: Applicant Information

A. Appraisal Management Company (AMC)

1. Name

2. Business Street Address (P.O. Boxes not allowed)

Address

City

State

Zip Code

3. Business Telephone Number

4. Business Fax Number

B. Designated Officer

(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)

1. Name

Last

First

MI

2. Title

3. Business Telephone Number

4. Business Fax Number

5. Mailing Address

Address

City

State

Zip Code

6. Physical Home Address

Address

City

State

Zip Code

7. Home/Cell Telephone Number

8. Business Email Address

C. Type of Entity

1. Legal Structure. Check the box that applies to the business entity type of the applicant.

Domestic Corporation

Foreign Corporation

Partnership

Sole Proprietor

Domestic LLC

Foreign LLC

Limited Partnership

Other *

If "Other" describe.

2. Formation Documents. Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC. Attach to this application.

D. Agent for Service of Process:

This section is to be completed if the Applicant is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the Applicant's agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

1. Name

Last

First

MI

2. Title

3. Address (P.O. Boxes not allowed)

Address

City

State

Zip Code

4. Business Telephone Number

5. Business Fax Number

I, _____ (name), am authorized to act as Agent for service of process in the State of California on behalf of _____ (name of AMC) an entity organized and existing under the laws of the State of _____ (current resident state), for purposes of this application before the Director of the Office of Real Estate Appraisers of the State of California to obtain an AMC Certificate of Registration and, thereafter, to operate as a valid AMC in accordance with California law and all of the rights and obligations associated therewith, and I do hereby certify:

The complete address within California whereby I, on behalf of _____ (name of AMC) may be served with process by the Director of the Office of the Real Estate Appraisers or his/her designee is as follows:

Address

City

State

Zip Code

IN WITNESS WHEREOF, I, _____ (Agent Name for service of process) have subscribed my name hereto this _____ (day) day of _____ (month), _____ (year) at _____ (city), _____ (state).

Signature _____

STATE OF _____ COUNTY OF _____

On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.

Signature of Notary Public _____

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

PART II: Controlling Person(s) Information

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer. Refer to Part IV Section C for a definition of "Controlling Person".

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 07/01/10) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001 Rev 07/01/10).

PART III: Application Declaration

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126. I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application, _____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contractor or employee appraisers that perform appraisal services for this company in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor or employee appraisers contracted by this company to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 1. The date of receipt of the request;
 2. The name of the person from whom the request was received;
 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 5. The date of delivery of the appraisal product to the client.

continued on page 4

I also certify, under penalty of perjury in accordance with California law, as to the following regarding service of process on _____ (name of AMC)

That service of process on _____ (name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and or as updated by *Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011* (New 7/01/10), as consistent with the duties and obligations of a Controlling Person within _____ (name of AMC).

b. That the Applicant hereby irrevocably consents that if in any action commenced against it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.

c. That, following such service of process pursuant to the irrevocable consent authorized herein, the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the

_____ (name of AMC) at the following address.

Address _____

City _____

State _____

Zip Code _____

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____

Name (please print) _____

STATE OF _____ COUNTY OF _____

On this _____ day of _____ in the year _____ before me _____ personally appeared

_____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.

Signature of Notary Public

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- The Designated Officer must sign Part III after AMC completion of Parts I and II. Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100

Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

B. APPLICATION FEES

AMC Application Review Fee	\$150
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- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- This \$150 AMC Application fee is separate from the \$80 fee charged for each "Controlling Person" application (REA 5002), which is intended to offset the cost of conducting a background investigation on the individual applicant.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- Appraisal management companies **MUST** notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting an *Appraisal Management Company Change Notification and Miscellaneous Requests Form* REA 5011 (New 07/01/10). A *Controlling Persons Application Form* REA 5002 (Rev 07/01/10) must accompany the submittal of Form REA 5011 unless:
 - (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
 - (b) The new designee holds an active real estate appraisal license with the OREA.

C. DEFINITIONS

"Appraisal Management Company" means:

1. Any person or entity that satisfies all of the following conditions:
 - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
 - (B) Receives requests for appraisals from one or more clients.
 - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" **does not** include any of the following, when that person or entity directly contracts with an independent appraiser:

- (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
- (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
- (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
- (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.

3. "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

"Controlling Person" means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

"Designated Officer" means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats 2009, ch. 173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

PART V: Instructions

A. INSTRUCTIONS PART I: Applicant Information

INSTRUCTIONS PART I.A.: AMC

1. **NAME OF AMC** - List the name of the AMC for which you are submitting this application for certificate of registration.
2. **BUSINESS STREET ADDRESS** - List the business address of the AMC for which you are submitting this application for certificate of registration. Do **not** list a P.O. Box, Rural Route or Star Route. List the physical business address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
3. **BUSINESS TELEPHONE NUMBER** - List the business telephone number of the AMC for which you are submitting this application for certificate of registration.
4. **BUSINESS FAX NUMBER** - List the business fax number of the AMC for which you are submitting this application for certificate of registration.

INSTRUCTIONS PART I.B.: Designated Officer

1. **NAME OF DESIGNATED OFFICER** - List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application.
2. **TITLE OF DESIGNATED OFFICER** - List the official title of the company's Designated Officer (i.e., President, Director, etc.) held within the company.
3. **BUSINESS TELEPHONE NUMBER OF DESIGNATED OFFICER** - List the business phone number for the Designated Officer of the company.
4. **BUSINESS FAX NUMBER OF DESIGNATED OFFICER** - List the business fax number for the Designated Officer of the company.
5. **MAILING ADDRESS OF DESIGNATED OFFICER** - List the mailing address for the Designated Officer if it is different from the business address.
6. **PHYSICAL HOME ADDRESS OF DESIGNATED OFFICER** - List the physical location of the Designated Officer's home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
7. **HOME/CELL PHONE NUMBER OF DESIGNATED OFFICER** - List the main contact numbers for the Designated Officer including home and cellular phone number.
8. **BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER** - List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I.C.: Type of Entity

1. **LEGAL STRUCTURE** - Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. **FORMATION DOCUMENTS** - Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized (i.e., Articles of Incorporation, D.B.A., Business License, etc.)

INSTRUCTIONS PART I.D.: Agent for Service of Process

1. **AGENT FOR SERVICE OF PROCESS** - This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process, Applicant must provide documentation verifying that this entity qualifies and is in compliance with California law governing service of process on foreign entities.

B. INSTRUCTIONS PART II: Controlling Person(s) Information

1. **NAMES OF CONTROLLING PERSON(S)** - List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. **CONTROLLING PERSON APPLICATION (REA 5002)** - Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person, including the Designated Officer.

C. INSTRUCTIONS PART III: Application Declaration

1. **APPLICATION DECLARATION** - The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Notice - Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 20, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself. Personal information provided within this application may not be used for any purpose other than to determine an individual's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an application to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.

NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company; business telephone and/or facsimile number of record for the appraisal management company; and name and business address of each Controlling Person (as defined herein).